

**ArtSound Standards and Training Committee**  
**Terms of Reference**  
**August 2023**

<b>Name</b>	Standards and Training Committee
<b>Purpose</b>	To provide assurance to Artsound listener, sponsor and presenter stakeholders of quality, transparency and professional expectations to ensure ArtSound's programming aims, presenter training and standards demonstrate best radio practice and provide a high quality listening experience. Main scope of the Committee is to oversee and objectively deliver the education and training of Artsound volunteers through mentorship, formal sessions and resources.
<b>Aims and guiding principles</b>	<ul style="list-style-type: none"> <li>• Nurturing cooperation between all volunteers focussing on quality outcomes for the good of the whole organisation.</li> <li>• Committing to continuous improvement by seeking feedback from listeners, sponsors and peers.</li> <li>• Encouraging all aspects of the organisation to participate and work as a team to solve problems and exceed listener expectations and discouraging the formation of cliques and 'group-think'.</li> <li>• Empowering volunteers at every level, by fostering open and democratic processes and supportive procedures and training.</li> <li>• Nurture a culture of continuous improvement.</li> </ul>
<b>Membership</b>	<p>The Committee must have no more 7 members, with a quorum of 4. All of the Committee members must:</p> <ul style="list-style-type: none"> <li>• have an interest in training</li> <li>• have knowledge of Artsound policies and procedures</li> <li>• be a presenter with radio experience</li> <li>• be financial ArtSound members</li> <li>• must have an interest in music, and in radio in particular</li> <li>• must be able to foster a welcoming, inclusive and mentoring culture and be able to embrace diversity</li> </ul> <p>Structure of the Committee includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• The Chair</li> <li>• Secretariat</li> <li>• at least one Board member to liaise with the Artsound Board, promoting open and transparent reporting focusing on shared governance and probity between the Board and the Committee.</li> <li>• General members</li> </ul> <p>2023-2025 Committees members are:  Chair – Neil Mansfield  Secretariat – Suzie Michaelis  Board Liaison – Stuart Warner and Eleanor Lewis  Training Co-ordinator – Tim McNamara  General Members - Betsy Dixon, Judy Baker</p> <p>In the event of a vacancy (s), any Artsound Member keen to be on the Committee is welcome to submit an Expression of Interest which will be considered by the Committee, which agrees with Artsound's aims and guiding principles to advise of the outcome in a timely manner.</p>
<b>Meetings</b>	Meetings are convened monthly or as determined by the Chair. Meetings are officially minuted and to be held on Artsound premises, unless decided otherwise. The

	<p>Secretariat will send the Committee an Agenda five calendar days prior to the meeting with the request for Agenda items. The Secretariat will send out the Final Agenda prior to the scheduled Meeting. Draft Minutes will be circulated within the week post a meeting for comment and submitted for approval at the next meeting.</p> <p>Recommendations for the Board will be submitted by the Secretariat to the Board Secretariat for tabling at the next Board meeting.</p>
<b>ArtSound Strategic Priority</b>	<p><b>Grow community engagement and enhance programming appeal</b> by:</p> <ul style="list-style-type: none"> <li>• encouraging community/volunteer involvement in operations</li> <li>• delivering training and providing ongoing mentorship</li> <li>• capitalising on audio production skills</li> <li>• encouraging diversity in volunteer cohort</li> <li>• - promoting a welcoming environment</li> </ul>
<b>Functions</b>	<ul style="list-style-type: none"> <li>• Provide a framework to continually develop to improve Artsound's audience engagement and thereby, ensuring sponsor satisfaction.</li> <li>• With experienced presenter/producer involvement, provide a strategy and timeframe to develop and implement ideas to advance Artsound Programs.</li> <li>• Respond to all feedback which implies training is required.</li> <li>• Any training issue raised by the Board and/or stakeholders will be promptly addressed.</li> </ul>

#### **Authorisation**

Approved in principle by the Artsound Board on **30 March 2023**.  
 Approved as a working document subject to amendment when/if circumstances change and/or following recommendations from the Committee itself.